

ILISAGVIK COLLEGE
- EXTERNAL JOB ANNOUNCEMENT -

Posting Date: February 3, 2015
Closing Date: Until Filled

POSITION: Transportation Specialist, Temporary Position

LOCATION: Barrow, Alaska

REPORTS TO: Student Wellness Coordinator, Student Services

WORK SCHEDULE: Hours vary, including possible weekend and evening work

COMPENSATION: \$20.70 DOE/hr. [NON-EXEMPT Position]

JOB DESCRIPTION: Provides scheduled transportation runs in a College-provided vehicle for Ilisagvik College students; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Provides light duty maintenance tasks, as needed, keeps gas tanks filled, tires aired, oil checked, and windows cleaned; Maintains vehicle Gas Log. Checks out and returns gas chip key with receipts the same day; Turns in keys and docks vehicle at the end of shift at the designated location; Reports anomalies in running condition of vehicles; Schedules repairs with fleet manager as needed; Develops and submits van schedule based on classes offered each semester, and College related transportation needs, including airport runs to Dean; Maintains daily log of van mileage and number of passengers; Collects fare or pass for every rider; Fares collected are turned in to Business Office daily; Reports incidents involving riders to Dean of Students and Institutional Development; Completes incident reports and submits to Dean within 24 hours; Develops biweekly schedule of drivers and submits schedule to Dean; Provides monthly report of clients served that is due to Dean one week prior to Cabinet Meeting each month; Ability to work nights and weekends; Provide other duties as needed.

REQUIREMENTS: High school diploma or equivalent; Ability to provide clean, current DMV record; Good oral and interpersonal communication skills; Demonstrated ability to interact effectively in a multicultural environment; Ability to pass a pre-employment background check and drug screen; Ability to pass random drug screens.

PREFERRED: C.D.L. license; Demonstrated work experience working in student settings; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; ability to interpret and represent College actions and Western institutions to the NSB community.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:

ILISAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723
ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu> or contact lilly.miller@ilisagvik.edu]

-Ilisagvik College is a Drug Free Work Place and Equal Opportunity Employer-